

Middletown Regional Airport/Hook Field

Airport Commission

Meeting Minutes – April 18, 2022

Location

Middletown City Council Chambers

Commission Members

MEMBER	PRESENT	ABSENT	MEMBER	PRESENT	ABSENT
Nicholas Brown (NB)	<input checked="" type="checkbox"/>		Tim Pond (TP)	<input checked="" type="checkbox"/>	
Greg Couch (GC)	<input checked="" type="checkbox"/>		Thomas Rudolf (TR)	<input checked="" type="checkbox"/>	
Tim Epperhart (TE)	<input checked="" type="checkbox"/>		Jon Schade (JS)	<input checked="" type="checkbox"/>	
John Langhorne (JL)	<input checked="" type="checkbox"/>				

Visitors

1. Nathan Cahill (NC) – City of Middletown
2. Tal Moon (TM) – Middletown City Council Representative
3. Bruce Brandstetter – Brandstetter Carol, Inc.
4. John P. Hart Jr. – Selection.com
5. Erick Larson – AMS
6. Riley Kinsella – AMS
7. Kevin Williams

Call to Order

Meeting Called to Order by JL at 6:00pm.

Excuse Absences

None.

Approval of Minutes

A motion was made by TE to approve Meeting Minutes from March 21, 2022, motion 2nd by JP, minutes approved by unanimous consent with no changes.

Reports

- Engineering Report submitted by Brandstetter-Carroll, Inc. (BCI)
 - Pavement Markings grand closed out on 12/22/2021.
 - BIL Grant ACIP – Airport was advised to revised ACIP following onboarding of FBO and following assessment of overall scope of project needs to prioritize funding needs.
 - Fuel Farm Markings – Plans and cost estimates revised to show existing tie-down markings. Project could be combined with Apron Expansion as a change order.
 - Apron Expansion
 - Project bid on 4/6/2022
 - Low bid was \$269,756.25
 - Project over \$250,000 threshold for DBE participation.
 - Low bidder confirmed can meet DBE goal of 5-7%.
 - BCI in process of creating DBE plan.
 - FAA Application submitted on 4/11/2022
 - FAA had a few comments. BCI address and resubmitted on 4/18/2022.
- Airport Manager’s Report
 - The city is in the process of soliciting quote for grating and fencing associated with the apron expansion project which will use CARES Act funding.
- FBO Report
 - AMS is currently working to get to know Airport Tenants.
 - Objective is to maintain tenant current discounts and to ensure that the computer at self-serve fuel station is updated properly.
 - Fuel Sales (Month to date)
 - AvGAS – 1,850 gals
 - JetA – 434 gals
 - Fuel nozzles on both AvGAS and JetA replaced.
 - AMS recently attended the NBAA Scheduler/Dispatcher Conference. MWO will have dedicated booth at next year’s conference as one of AMS’ airport locations.
 - AMS stated that the FBO Manager has full discretion on the application of Ramp Fees subject to circumstances and fuel purchase.

Old Business

- Hops in the Hangar – Event Application received by the City.
- Museum – This season’s events to be published.
- Planned Events – What is the threshold of event for requiring the submission of event application form? City needs to determine that threshold.

New Business

- Motion Picture Filming – The City has been approached by a Film Studio to fill in and around the Jets Hangar on May 24th-25th. Details are currently under negotiation with the City regarding scheduling, impacts to tenants, weather, fees, etc.

Open Discussion

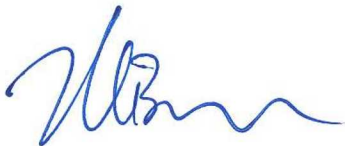
- John Hart
 - Inquired as to the timing of rolling the grass runway, current conditions necessitate rolling. NC stated the city will address.
 - FOD on Apron is becoming a problem resulting from pavement deterioration and requires sweeping by street sweeper.
 - Commended AMS on noticeable safety changes and inspections performed as part of their daily checks in role as FBO.

Meeting Adjournment

Motion to adjourn meeting by NB, 2nd by TR, meeting adjourned by unanimous consent at 6:49pm.

Next meeting May 16, 2022 in City Council Chambers.

Minutes Submitted by Nicholas Brown (NB)



Minutes Approved by John Langhorne

